



UNIwersytet
Warszawski

Wydział Psychologii



Warsaw, December 4, 2025.

REQUEST FOR PROPOSALS

For the selection of a contractor to provide assistance in creating a posttraumatic growth (PTG) intervention for people living with HIV in the Republic of Ireland as part of a scientific project

(W.Ps.-361/16/2025)

1. CONTRACTING AUTHORITY

**Faculty of Psychology
University of Warsaw
ul. Stefana Banacha 2D,
02-097 Warsaw**

REGON 24000001258

NIP: 525-001-12-66

www.psych.uw.edu.pl

e-mail: sekog@psych.uw.edu.pl

e-mail: zamowienia@psych.uw.edu.pl

2. SCOPE OF THE ORDER

Assistance in creating a posttraumatic growth (PTG) intervention for people living with HIV in the Republic of Ireland as part of the grant:

- Consultations on the creation of a PTG intervention among study participants with particular emphasis on the role of body image in illness.
- Participation in consultations on the development of a posttraumatic growth (PTG) intervention protocol for people living with HIV in the Republic of Ireland.
- Advisory support regarding the incorporation of the specificity of structural HIV stigma in the Irish context.

- Substantive consultations on adapting the intervention to Irish conditions.
- Participation in disseminating project results in the form of conference presentations and scientific publications (Ireland).

3. CONTRACT COMPLETION DEADLINE:

Duration: 6 months from the date of contract signing.

Payment will be made in a single installment after completion of the task covered by this request for proposals. Payment will be made after issuance and acceptance of the invoice for the contract.

4. GROUNDS FOR EXCLUSION AND CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

1. All Contractors may apply for the contract who:
 - are not subject to exclusion from the procedure due to the premises referred to in Art. 108 sec. 1 and Art. 109 sec. 1 of the Act of September 11, 2019 - Public Procurement Law (consolidated text: Journal of Laws of 2024, item 1320 as amended, hereinafter: "PPL"),
 - are not subject to exclusion from the procedure on the basis of Art. 7 sec. 1 of the Act of April 13, 2022 on special solutions to counteract support for aggression against Ukraine and to protect national security (Journal of Laws item 835).

5. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

1. All Contractors may apply for the contract who:
 - have human resources capable of completing the contract,
 - have an economic and financial situation allowing for contract completion,
 - **have a minimum of 2 scientific publications in the field of coping with chronic illness published in scientific journals with a positive Impact Factor**
 - submit a complete and signed offer by the specified deadline.

Assessment of the absence of grounds for exclusion and fulfillment of conditions for participation in the procedure will be based on declarations and documents submitted by the Contractor.

2. One Contractor may submit one offer.

3. Contractors who submit declarations or documents containing false information as part of this procedure will be excluded from the procedure.
4. The Contracting Authority, in the interest of proper execution of assigned tasks, reserves the right to request that the Contractor supplement documents and provide additional explanations, as well as to review documentation confirming information presented in the offer. The Contractor is obliged to provide explanations or submit additional documents within the deadline set by the Contracting Authority, which shall not be shorter than 1 business day (24h). Failure to provide explanations or submit additional documents within the deadline specified by the Contracting Authority may result in rejection of the given Contractor's offer.
5. In the event of doubts regarding the content of this Request for Proposals, Contractors may submit questions for clarification, to which the Contracting Authority is obliged to respond if the question is received by half the deadline for submitting offers; the Contracting Authority will provide a response no later than one day before the deadline for submitting offers.
6. Assessment of fulfillment of conditions for participation in the procedure will be based on declarations and documents submitted by the Contractor along with the offer form.

6. DESCRIPTION OF OFFER PREPARATION METHOD

1. The offer should be prepared in accordance with the template constituting Appendix No. 1 to this request for proposals in Polish or English. Documents referred to in this point of the inquiry should be attached to the offer.
2. The offer must be signed by the Contractor, representatives of the Contractor listed in current company registration documents, or persons authorized to incur obligations on behalf of the Contractor. A power of attorney should then be attached to the offer.
3. The gross price offered in the offer must include all costs and fees related to the completion of the contract subject (e.g., transportation cost, warranty, etc.).
4. The Contracting Authority does not allow submission of partial offers.
5. The Contractor bears all costs related to preparing and submitting the offer.
6. The offer should be unambiguous, i.e., prepared without additions, options, or variants.
7. The Contractor will be bound by the offer for a period of 30 days. The period of being bound by the offer begins with the expiration of the deadline for submitting offers.
8. The Contracting Authority reserves the right to leave without consideration an offer that does not comply with the requirements of this inquiry, i.e., does not meet formal or substantive requirements.

9. The Contractor is obliged to present evidence of scientific publications in the field of coping with chronic illness published in scientific journals along with the offer.

The offer should be submitted in Polish or English, prepared in electronic form and signed by the Contractor using a qualified electronic signature or trusted signature or personal signature (e-ID), or alternatively in the form of a scan of a document prepared in paper form and signed by the Contractor. The content of the offer must correspond to the content of this Inquiry.

Offers should be sent to: zamowienia@psych.uw.edu.pl

The offer should be delivered by December 12th, 2025 by 12:00 PM Polish time

7. OFFER EVALUATION

1. Only offers that contain all elements mentioned in points 4-6 will be evaluated.
2. When selecting offers, the Contracting Authority will be guided by the following criteria:

Description of the method of awarding points

Evaluation criteria:

	Criterion	Weight
1	Gross contract price	70
2	Number of scientific publications in the field of coping with chronic illness published in scientific journals with Impact Factor	30
	TOTAL	100

1. Gross contract price

This criterion is assigned 70 points.

The number of points for this criterion will be awarded according to the following rule:

The offer with the lowest price will receive 70 points.

Other offers - number of points calculated according to the formula:

$C_i = (\text{lowest price} / \text{price of offer being evaluated}) \times 70 \text{ points}$

where:

- i - number of offer being evaluated
- C_i - number of points for the "PRICE" criterion (of the offer being evaluated)
- offer price - gross price from the OFFER

2. Number of scientific publications in the field of coping with chronic illness published in scientific journals with Impact Factor

Contractors meeting the above criterion will receive the following number of points:

- 2 publications - 0 points
- 3 publications - 10 points
- 4 publications - 20 points
- 5 publications or more - 30 points

To confirm the above, the Contractor will include the appropriate number of declared projects in Appendix No. 2 - List of Publications - attaching evidence such as screenshots confirming authorship of publications or DOI numbers of publications

3. The Contracting Authority requires prices to be specified to two decimal places. All calculations should be made in accordance with the principles of arithmetic with rounding of results to two decimal places (rounding rule - below 5 the ending should be omitted, above and equal to 5 should be rounded up).
4. The Contracting Authority reserves the right to examine only the offer that takes first place in the ranking established based on the criteria indicated in this Inquiry.
5. If the offered price or cost, or its essential components, appear extremely low in relation to the subject of the contract or raise doubts for the Contracting Authority regarding the possibility of completing the subject of the contract in accordance with requirements specified in the contract documents or resulting from separate regulations, the Contracting Authority may demand explanations from the Contractor, including submission of evidence regarding calculation of its essential components.
6. The Commission will select the offeror who obtains the highest number of points.
7. The Contracting Authority reserves the right to call on the offeror to supplement and provide additional explanations regarding the content of the offer.
8. Notification of the contractor about selection of their offer will simultaneously be an invitation to conclude a contract.

8. ADDITIONAL INFORMATION

- A contract will be concluded with the selected Contractor for the purpose of contract completion.
- The Contracting Authority reserves the right to negotiate detailed terms of contract implementation with the best offerors.
- The Contracting Authority reserves the right not to select any Contractor.
- The Contracting Authority reserves the right to cancel the procedure without giving a reason.

Appendices:

Appendix No. 1 - Offer form

Appendix No. 2 - List of publications

Appendix No. 3 - Information regarding personal data processing

Appendix No. 1. Offer Form

OFFER FORM

For the selection of a contractor to provide assistance in creating a posttraumatic growth (PTG) intervention for people living with HIV in the Republic of Ireland as part of a scientific project

(W.Ps.-361/16/2025)

Contractor:

Contractor Address:

PESEL No.:

Contact phone: **e-mail:**

Bank account number for payments: *(to be included in contract provisions)*

Person signing the contract (in case of Contractor's offer selection):
..... *(first name, last name, position held)*

I submit the following offer:

I offer to complete the subject of the contract for a total gross price of:
(in words: zlotys, 00/100).

I declare that:

- I have/we have familiarized myself/ourselves with the content of the Inquiry and fully accept its content,
- I consider/we consider myself/ourselves bound by the offer for the period indicated in the procedure documentation
- there is no conflict of interest defined in the Public Procurement Law Act Art. 109, sec. 1 point 6.
- I do not have/we do not have capital or personal connections with the Contracting Authority*.

*By capital or personal connections mentioned above, we understand mutual connections between the Contracting Authority or persons authorized to incur obligations on behalf of the Contracting Authority or persons performing activities related to preparation and conducting the contractor selection procedure on behalf of the Contracting Authority, and the contractor, consisting in particular of:

- a) participation in a company as a partner of a civil partnership or personal company,
- b) holding at least 10% of shares or stocks,
- c) serving as a member of a supervisory or management body, proxy, attorney,
- d) being in a marriage relationship, in a relationship of kinship or affinity in a direct line, second-degree kinship or second-degree affinity in a collateral line, or in an adoption, guardianship, or curatorship relationship.

- I am not/we are not subject to exclusion from the procedure due to premises referred to in Art. 108 sec. 1 and Art. 109 sec. 1 of the PPA,
- I am not/we are not subject to exclusion from the procedure on the basis of Art. 7 sec. 1 of the Act of April 13, 2022 on special solutions to counteract support for aggression against Ukraine and to protect national security (Journal of Laws item 835).
- I meet/we meet the conditions for participation in the procedure referred to in point 5 subpoint 1 of the Inquiry.

.....

Place and date

.....

Contractor's signature

Appendix No. 2 - List of Publications

.....

(Contractor name and address)

Publications	
Publication Title	Place of publication, DOI number

.....

date and signature

Appendix No. 3 - Information regarding processing of Contractor's personal data

Information regarding personal data processing by the University of Warsaw for representatives, proxies, and members of company bodies or other entities cooperating or contacting the University of Warsaw

Administrator

The administrator of processed personal data is the University of Warsaw (UW), ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw.

The administrator can be contacted:

- by mail: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw;
- by phone: 22 55 20 000.

Data Protection Officer (DPO)

The Administrator has appointed a Data Protection Officer, who can be contacted regarding all matters related to personal data processing and exercising rights related to personal data processing at: iod@adm.uw.edu.pl.

The DPO's tasks do not include handling other matters, such as providing information related to contract implementation and service.

Purpose and legal basis for personal data processing

Your personal data will be processed for the following purposes:

- conclusion or performance of a contract between UW and the entity with which the given person is associated or on whose behalf they act, as well as verification of this entity (e.g., client, contractor, or other entity contacting the University of Warsaw) and ongoing contact with this entity - the basis for personal data processing is: Art. 6 sec. 1 lit. b and f GDPR¹;
- performance of activities resulting from universally applicable laws, in particular in connection with fulfilling obligations resulting from tax and accounting regulations and regulations governing proceedings conducted by authorized entities - the basis for personal data processing is: Art. 6 sec. 1 lit. c GDPR;
- performance of a task in the public interest - the basis for personal data

processing is Art. 6 sec. 1 lit. e GDPR;

- establishment, pursuit, or defense of claims in court, administrative, or other out-of-court proceedings - the basis for personal data processing is: Art. 6 sec. 1 lit. f GDPR;
- archival (evidential) purposes consisting of securing information in case of need to prove facts or demonstrate fulfillment of an obligation incumbent on UW - the basis for personal data processing is: Art. 6 sec. 1 lit. f GDPR.

Data recipients

Administrator employees who must process personal data in connection with performing official duties will have access to personal data.

Personal data may be disclosed to public authorities, institutions, or third parties authorized to request access to or receive personal data based on applicable laws.

Personal data recipients may also be entities to which the administrator, based on a personal data processing entrustment agreement, commissions performance of specific activities involving the necessity of personal data processing.

Personal data processing period

The personal data processing period depends on the purpose for which the data is processed. The period during which personal data will be stored is calculated based on the following criteria:

- accounting, for a period of 5 years from the beginning of the year following the fiscal year in which operations, transactions, or proceedings related to the concluded contract were finally completed, paid, settled, or expired;
- tax, for a period of 5 years, counting from the end of the calendar year in which the tax obligation resulting from settlement of the concluded contract arose;
- in the scope of UW performing activities resulting from universally applicable laws - for the period resulting from these regulations;
- in the scope of fulfilling UW's legally justified interests constituting the basis for this processing, for the period necessary to fulfill this purpose or until an objection is raised against such processing, unless there are legally justified grounds for further data processing by UW;
- in the scope of establishing and pursuing own claims or defense against raised claims - until the expiration of potential claims resulting from the contract or other title.

Rights related to personal data processing

The Administrator guarantees implementation of all rights related to personal data processing on the principles defined by GDPR, i.e., the right to:

- access data and receive its copy;
- rectify (correct) personal data;
- restrict personal data processing;
- delete personal data (subject to Art. 17 sec. 3 GDPR);
- object;
- file a complaint with the President of the Personal Data Protection Office if you believe that personal data processing violates legal regulations on personal data protection.

Obligation to provide personal data and consequences of not providing data

Providing personal data is mandatory; failure to provide data will make it impossible to achieve the purposes indicated in point 3.

Source of personal data origin

Personal data that UW processes comes from the client or contractor or other entity contacting UW, or from publicly available sources. Categories of personal data of persons associated with companies or other entities (e.g., members of these entities' bodies), including beneficial owners, are identical to categories originating from publicly available sources or categories provided by the client or contractor of UW or by another entity contacting UW.

Footnotes

1. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5.2016, p. 1, as amended), hereinafter referred to as "GDPR". ↵
 - ust. 1 lit. b i f GDRP;